



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

RESIDENTS COUNCIL INCENTIVE PROGRAM

Effective Date: November 17, 2004

Policy #: BS-08

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- I. PURPOSE:** To establish policy and procedure for the use of monetary incentives by the Montana State Hospital Residents Council.
- II. POLICY:** The Montana State Hospital Residents Council will periodically sponsor activities designed to encourage Patient participation and involvement with the goals and mission of the Montana State Hospital Residents Council and the Montana State Hospital Peer Support Network. Monetary prizes in the form of "Canteen Cash" will be awarded to encourage Patient participation and involvement with these activities and to reinforce pro-social behavior.

The dollar amount of "Canteen Cash" awarded in any given month is not to exceed \$15.00.

III. DEFINITIONS:

- A. Canteen Cash Certificates are printed in \$10.00 (ten dollar), \$5.00 (five dollar), and \$1.00 (one dollar) amounts that may be used to purchase items at the Montana State Hospital Canteen.

IV. RESPONSIBILITIES:

- A. The Accountant is responsible for following this policy and for the management of the Montana State Hospital Residents Council Incentive Program's cash fund.
- B. The Chief Financial Officer is responsible to ensure appropriate procedures are in place to allow accurate management of this program.
- C. The Canteen Manager is responsible for forwarding to the Business Office all "Canteen Cash" received
- D. The Montana State Hospital Residents Council Staff Advisor is responsible for overseeing and supervising the Residents Council and Council members in planning and implementing the incentive program activities and for tracking the amounts of "Canteen Cash" awarded.

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Tracey Sweeney Date
Chief Financial Officer